



# YOUR PAY WHILE YOU'RE AWAY



6 May 05

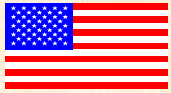


**Introduction:** Your finance team thanks you for your selfless service. While you are mobilized to support a contingency operation (ONE, OEF, OIF, Joint Endeavor Bosnia, etc.), listed below are the general provisions for pay and allowances and programs you (and family, if applicable) may receive. Also, refer to page 2 for further explanation regarding your pay, Leave and Earnings Statement (LES) and accrued leave. Your unit administrator and the finance team at the United States Property and Fiscal Office (USPFO), United States Army Reserve Pay Center (UPC), or deployed location will ensure you receive these entitlements accurately and timely.

- **Basic Allowance for Housing (BAH).** BAH rates vary by grade, marital status, family member status, child support obligation and home of residence's zip code. Ensure that you have, as applicable, your current marriage certificate, court-ordered support payment agreement, mortgage, lease or rental (monthly dollar amount stated) documentation. This allowance reflects as "BAH" on your LES.
- **Family Separation Allowance-II (FSA).** This allowance is for married Soldiers or single Soldiers who have children in their custody at the time of deployment and have been involuntarily separated, by military orders, from them for more than 30 consecutive days. FSA is payable from the first day of separation. The entitlement begins the day of departure from home station and stops the day before returning to home station. The monthly rate is \$250.00 and prorated for partial months. This allowance reflects as "FAM SEP ALWS" on your LES.
- **Basic Allowance for Subsistence (BAS).** All officers automatically receive BAS, and generally, enlisted Soldiers receive the standard BAS. BAS entitlement begins on the first day of your tour and ends upon completion of active duty. The monthly officer rate is \$183.00 and the enlisted rate is \$267.18. The amount is prorated for partial months. This allowance reflects as "SUBSISTENCE ALWS" on your LES.
- **Hostile Fire/Imminent Danger Pay (HF/IDP).** This special pay is commonly referred to as "combat pay" and is payable upon your arrival and departure from a designated combat zone location. The monthly rate is \$225.00 and paid for the entire month, regardless of the number of days you spend in the area. This pay reflects as "HOSTILE FIRE" on your LES.
- **Hardship Duty Pay - Location (HDP-L).** Depending on your designated deployed location, you may receive \$50.00, \$100.00 or \$150.00 a month. Qualification for this special pay begins 30 days after arrival at that particular area (but is payable from the day of arrival) and stops the day of departure. The amount is prorated for earned days of a month. This pay reflects as "HARDSHIP DUTY PAY" on your LES.
- **Combat Zone Tax Exclusion (CZTE).** This is a monetary benefit for designated zones. All enlisted Soldiers and Warrant Officers' pay are tax-exempt each month from federal and state tax. For commissioned officers, only the first \$6,529.20 is tax-exempt. This maximum monthly dollar amount is derived from the Sergeant Major of the Army's (SMA) basic pay, plus the HF/IDP amount. This exemption starts the day you arrive and depart from the zone and remains effective for the entire month, regardless of the number of days you spend at that location. Also, see Page 2.
- **Travel Per Diem.** Generally, government-furnished mess and lodging will be available. Therefore, the daily rate you'll receive for incidental expenses is \$3.50 for overseas locations and \$3.00 for stateside locations. You will submit the final travel settlement voucher upon your return to home station. If you are stationed where government lodging/meals are not available, you will be able to submit monthly travel claims. All travel claims for mobilized Soldiers supporting contingency operations are paid by a central travel office in Indianapolis, IN. Detailed information on submitting claims or inquiries is available at <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300.
- **Savings Deposit Program (SDP).** Participating in the SDP is voluntary and you may contribute up to \$10,000.00 maximum of your "unallotted" (net) current pay by cash or personal check, provided you are in a designated combat zone location. Currently, contributions yield 2.5% quarterly interest rate or 10% annual rate. You must withdraw your SDP contributions and interest within 90 days after you demobilize. To withdraw your funds, write to: DFAS-CL, ATTN: Code FMCS, 1240 E. 9th St., Cleveland, OH 44199-2055. Please include in the request your name, SSN, branch of service and component (AC or RC), date departed from the combat zone area and bank routing and account number (or the mailing address to have the refund check sent). Fax your request to DSN 580-6924 or 216-522-6924; email: [larry.robertson@dfas.mil](mailto:larry.robertson@dfas.mil); or the Help Line at 1-800-624-7368, DSN 580-6545.
- **Accrued Leave.** You will earned 2.5 days a month (.5 days for every 6 days). If you're in a CZTE area, these accrued leave days are non-taxable, provided you have not reached the monthly \$6,529.20 ceiling. It is your responsibility to assure leave accuracy while mobilized. The demobilization station will compute your accrued leave payment/transition leave days prior to REFRAD (Release From Active Duty). Additionally, your commander is required to turn in a Leave Verification Form to finance upon reporting to the demobilization station for out-processing, attesting to the number of days you took leave and leave balance while mobilized.



# YOUR PAY WHILE YOU'RE AWAY



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Your Reserve Pay and How it Works



**Background, the Future:** The method in which you receive your pay while mobilized is slightly different from active duty Soldiers. Currently, finance pays active duty Soldiers under the active pay system and reserve Soldiers under the reserve pay system. In the winter 2005, the new finance Forward Compatible Payroll (FCP) system will be the single pay system for active and reserve component Soldiers.

- **Pay Cycles.** To expedite payments, the current reserve pay system has up to 8 pay cycles per processing month. An LES could be produced during any of those 8 cycles in which there was a pay event, such as input of pay, collection, or remark on your account. Soldiers on a long tour duty (over 30 days) are normally paid on cycles at the middle and end of each month. However, a change to your pay will show up on the first of the 8 available pay cycles. Your LESs are available for viewing and printing via myPay (must have a PIN). Finance will furnish you the EOM LESs. Currently, your pay and allowances are not "summarized" on any one LES. Rather, each LES covers only the items included in that particular payment cycle.
- **CZTE Refunds/Split-payments.** At first glance at your LESs, it may appear that you have not received the total tax refunds for CZTE or have been underpaid, but you're not. Your monthly tax exclusions for CZTE are not given to you in full during the same month they are earned; instead, they are refunded to you at the beginning (1st pay cycle) of the following month. Your federal tax refunds will reflect on your LES as "WITHHELD TAX REF" and state tax refunds as "OTHER CREDITS."
- **Monthly Cut-off.** In general, if you arrive in an authorized CZTE area before midmonth cutoff (about the 6th of month), you will receive the HF/IDP special pay the same month, but you'll receive tax refunds the following month. The HF/IDP input generates your CZTE adjustments. However, if you were authorized HF/IDP after the current month cut-off, you will receive HF/IDP tax adjustments for the month of arrival (and the next month) two months after the month you arrive in the designated zone (two months worth of tax refunds). Again, this is due in part to when the initial input of the HFP/IDP is made, and then secondly, adjusting and refunding the federal and state taxes.

In general, all pay and allowances due for the first half of a month are paid at midmonth and those for the second half are paid at end of month (1st of following month). For example, you'll receive your monthly FSA in two pay periods: \$125.00 at MM and \$125.00 at EOM, totaling \$250.00. As an exception, Hostile Fire/Imminent Danger Pay is paid at midmonth for the entire month since it is earned in bulk for a whole month. Certain pays which are not fully automated, like CONUS COLA, are generally paid all at the EOM or the following midmonth based on manual input. To put this into perspective, here's an example (keep in mind that pay cycles vary):

- 1 Sep - Pay and allowances (i. e., BAH, FSA, BAS) for 16-30 Aug, plus HDP-L for the same period (if entitled)
- 3 Sep - Refund for federal tax deduction from previous month(s) and state taxes, if applicable
- 15 Sep - Pay and allowances (i. e., BAH, FSA, BAS) for 1-15 Sep and HDP-L for the same period, plus HF/IDP for the whole month of Sep (both, if entitled).
- 25 Sep - Any of remaining cycles might have a new or changed pay events (new pay, collections, or remarks)

- **Allotments.** Until we field the new FCP this winter, please arrange with your bank to pay recurring bills and other financial obligations.

Okay, so what's the bottom line? Although your pay and allowances are currently not summarized in the EOM LES and some are paid in different pay cycles, you'll receive everything you're entitled, in some cases faster than active Army Soldiers. Once again, your finance team stands proud and ready to ensure you completely understand your pay while you're away. We are totally committed to you and your family's financial readiness!

You may obtain information at anytime by visiting or calling one of the following sites or teams:

myPay: <https://mypay.dfas.mil>  
ARNG Financial Service Center-IN: ARNG-MilPay@arng-fsc.ngb.army.mil or call 1-877-276-4729  
ARNG Family Services: [www.GuardFamily.org](http://www.GuardFamily.org)  
USAR: USARCPAYINQUIRY@emh2.mccoy.army.mil or call (608) 388-6466/5618/5699/5614,  
DSN 280-xxxx or 1-877-462-7782  
Army Community Service: [www.goacs.org](http://www.goacs.org)  
Family Assistance Hotline: (800) 833-6622  
Pay and Benefits: <http://www.defenselink.mil/ra/mobil/pdf/benefits.pdf>  
Travel: <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300



POC for this flyer is the United States Army Finance Command (USAFINCOM) at DSN 699-6910/2223 or 317-510-6910/2223.

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# Travel Per Diem and Entitlements

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**Introduction:** The National Guard Bureau would like to thank you for your selfless service. As a mobilized ARNG Soldier, we want you to know that we are here to help. This flyer was designed to provide you useful information regarding your travel entitlements as authorized on your orders. Contingency Travel Office (CTO) in Indianapolis, IN pays all travel claims for mobilized Soldiers supporting contingency operations. Detailed information on submitting claims or inquiries is available at

<http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300. If you cannot get the answers you need regarding your travel pay, you can always telephone 1-877-ARNGPAY (1-877-276-4729) or e-mail [ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL](mailto:ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL).

- **Per Diem.** Per diem is a travel allowance that comprises a set dollar amount for lodging and a set dollar amount for meals. These rates are specific to each location. Generally, you will be furnished government mess and lodging when they are available. If you are provided meals and lodging, the daily incidental rate you'll receive for per diem will be \$3.00 for stateside locations and \$3.50 for overseas locations.
- **Duty While within Local Commuting Distance.** If you are within the local commuting distance (which will be established by the commander) of your mob location or duty location, you are not entitled to any per diem.
- **Statement(s) of Non-availability.** The installation commander at your mobilization or duty location will determine if government-provided lodging and meals are available. If not available, then you will be provided a Statement of Non-Availability for meals and/or lodging. It is possible that you can have one but not the other. This document or number is required for you to be reimbursed for either lodging or meals.
- **Privately Owned Vehicle (POV).** You may use your POV as transportation from your home of residence to the assigned mob station and/or duty location. Per the Personnel Policy Guidance, you will need to keep in mind that the total payment of travel reimbursement will not exceed the government's cost had government procured commercial transportation been used between locations (i.e., cost of airline ticket).
- **In and Around Mileage.** There is no authorization for the payment of in and around mileage while on temporary change of station orders for Noble Eagle/Enduring Freedom/Iraqi Freedom. You may be authorized in and around mileage while on TDY orders (DD Form 1610/Format 400). If you are authorized in and around mileage, you must keep a log showing the required miles driven and submit a copy of this log with your travel voucher to get reimbursed mileage.
- **Rental Vehicles.** Your orders will indicate if you are authorized use of a rental car. When you are authorized the use of a rental vehicle for official business, you will be reimbursed the rental cost, taxes and fuel. You will not be reimbursed for any additional insurance coverage purchased while stateside. NOTE: Contingency operation (ONE, OEF, OIF) funds **cannot** be used for reimbursement of a rental vehicle.
- **Storage of Household Goods (HHG).** If authorized on your orders, you are eligible for reimbursement of HHG for the period of the contingency operation. The Transportation Officer's approval is required before you can be reimbursed for any of the storage fees. Request for reimbursement of HHG should be submitted on the final travel voucher with all appropriate receipts to Contingency Travel.
- **Official Phone Calls.** Contingency operation funds cannot be used for reimbursement of official phone calls. To be reimbursed, official phone calls must be authorized on TDY orders (DD form 1610/Format 400) and be have the approving officer's signature in block 21a of the DD 1351-2.





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# Travel Per Diem and Entitlements

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(Continued)

- **Excess Baggage.** Your orders may authorize excess baggage traveling to your next duty location as accompanied baggage only. Items authorized to transport are valid individual clothing or equipment. No unit equipment or personal HHG will be authorized as excess baggage. **Postage** is a separate travel entitlement and must be claimed separately. To be reimbursed postage, you must be authorized shipment of HHG in your orders and have a letter from the transportation officer.
- **Laundry.** You are eligible to claim laundry expense in addition to your per diem, but only while stationed at stateside duty locations. Maximum amount reimbursed is \$2.00 per day, which must be claimed as a reimbursable expense. You must be outside commuting distance from your home of residence and on duty for 7 consecutive nights to be eligible for reimbursement.
- **ATM Fees.** Bank fees and ATM fees must be claimed separately. Bank fees are fees charged by the bank to use the ATM machine. ATM fees will be limited to 3% of the amount authorized for a cash advance per month on your government travel card. Personal ATM fees are reimbursed when your orders state that you are not eligible, or the approving official may include a remark on the DD 1351-2 stating you are not eligible for the government travel charge card. Use only when on official travel status.
- **Reviewing Travel Vouchers.** All travel vouchers must be reviewed and signed by a person designated by your unit commander before submission for payment. The reviewer is responsible for looking over your travel claim (DD 1351-2) to ensure all the appropriate blocks are filled out correctly and the travel matches the orders attached with the travel claim. The most common errors on travel claims are missing orders, missing lodging receipts and owner/operator (block 16 on DD 1351-2) not checked. Claimant and supervisor signatures (blocks 20a-d) must be completed in order for the claim to be processed.
- **Individual Government Travel Charge Card (GTCC).** The use of the government travel charge card is discouraged; if you already have a GTCC, it will be deactivated from the losing Agency Program Coordinator (APC). The gaining active component commander will determine whether or not mobilized ARNG Soldiers require an individual GTCC. The purpose of the individual GTCC is to pay for reimbursable travel expenses incurred in the performance of official government travel, including lodging, transportation, rental cars, fuel, meals, ATM advances and other incidental expenses, unless otherwise specified.

**Don'ts with the GTCC.** The GTCC is to be used for official government related travel expenses only. All charges placed on your card are monitored to ensure compliance. The following are examples of items that you **CANNOT** purchase using the GTCC: Uniform items, prescriptions, school supplies, distance learning fees, membership dues, purchases at drinking establishments, and never use the card to pay for another individual's travel expenses.

For unresolved travel issues, contact:

1-877-ARNGPAY (1-877-276-4729)

ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

For comments or suggestions, contact:

ARNG Financial Services Center

ATTN: NGB-ARC-F (Column 118D)

8899 E. 56<sup>th</sup> St.

Indianapolis, IN 46249-5100





Army National Guard

# Final DD Form 1351-2 Settlement Voucher Requirements Checklist 6 MAY 05



The following checklist was designed to assist ARNG Soldiers serving in contingency operations to prepare and assemble their final DD Form 1351-2 travel settlement voucher. Soldiers should ensure that their voucher is completed correctly, and all required documents are attached in the order listed below. After completion, all Soldiers will have their supervisor review and sign the travel voucher before mailing or faxing the document to Contingency Travel Office (CTO) for payment. Failure to comply with these instructions will result in your travel voucher being returned to you for corrective action, which will delay payment.

- ☐ DD Form 1351-2 (Travel Voucher or Sub Voucher)
- ☐ DD Form 1351-2c (Continuation sheet, Travel Voucher or Sub Voucher), if required.
- ☐ Block 1, **PAYMENT**: must be completed. EFT must be checked.
- ☐ If split amount is checked, it is mandatory to have a dollar amount.
- ☐ Make sure the address information is correct. This is where the advice of payment will be sent.
- ☐ Make sure a valid phone number and email address are provided in the appropriate blocks.
- ☐ Be sure your Individual Mobilization orders are attached (Orders bringing you on active duty).
  - NOTE: Be sure you include all amendments if applicable.
- ☐ Be sure your Temporary Change of Station (TCS) orders are attached.
  - NOTE: Be sure you include all amendments if applicable.
- ☐ Be sure your DD Form 1610s/Format 400 TDY orders are attached.
  - NOTE: Be sure you include all amendments if applicable.
- ☐ Statement of Non-availability (SNA) or control number (if requesting reimbursement for commercial meals or lodging), if applicable.
- ☐ Receipts (Lodging, airfare, etc., and/or anything claimed that is \$75.00 or more requires a receipt and must be authorized on orders).
- ☐ DA Form 31 Request and Authority for Leave.
- ☐ DD Form 214 Certificate of Release or Discharge From Active Duty, and/or REFRAD order.
- ☐ Sign and date blocks 20 a & b. The voucher cannot be signed/dated until completion of travel.
- ☐ Blocks 20 c & d must be reviewed and signed by the commander or authorized representative. The voucher cannot be signed/dated until completion of travel.

**\*\*KEEP COPIES OF ALL VOUCHERS, ORDERS, FORMS, AND RECEIPTS\*\***

*After all actions have been completed and the Soldier has returned to his residence after demobilization, they can mail or fax their settlement voucher with all substantiating documents to:*

DFAS-IN/Contingency Travel Office  
Dept. 3900  
8899 E. 56th St.  
Indianapolis, IN 46249-3900  
OR  
FAX: Commercial (317) 510-4351

If you develop a travel voucher related problem that continues to be unresolved, contact the ARNG Pay Ombudsman at toll free 1-877-ARNGPAY, or by email at ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL





Army National Guard

# Final

## DD Form 1351-2 Settlement Voucher

### Supervisor's Checklist

## 6 MAY 05



**Requirement:** All DD Form 1351-2 packets must be reviewed for accuracy and completeness, IAW the DODFMR Vol 9, after completion of travel. After the voucher is reviewed, sign and date blocks 20c & d prior to mailing or faxing to the Contingency Travel Office (CTO). This should be accomplished immediately upon arrival at home station.

**User:** The reviewer is the Commander or someone designated by the Commander to review the vouchers.

**Purpose:** This checklist pertains to the latest version of the DD Form 1351-2 and should be completed by the reviewer to ensure travel settlement voucher claims are proper, complete, and in compliance with the intent of the order. Reviewer's signature does not constitute approval of items requiring an approving officer's signature.

- ☐ The DD Form 1351-2 must be completed in ink, typewriter or computer generated.
- ☐ Block 1, **PAYMENT:** has the EFT block been checked ?
- ☐ If split disbursement is checked, a dollar amount must be indicated.
  - NOTE: If the government travel card was used , split disbursement is mandatory.
- ☐ Make sure the address information is correct. This is where the advice of payment will go.
- ☐ The **ITINERARY SECTION:** Does block 15 have all dates, location, means/mode of travel and reason for stop(s)?
- ☐ If POC travel is used, make sure block 16 is checked.
- ☐ Are the reimbursable expenses claimed authorized? There must be receipts for those that apply.
- ☐ Do all expenses \$75.00 and over have a receipt? Lodging requires a receipt regardless of the amount.
- ☐ Is a Statement of Non-availability or control number included in the packet when claiming commercial meals/lodging? This document must be signed by the installation commander of the duty location.
- ☐ Has the Soldier signed and dated blocks 20 a & b?
- ☐ Do blocks 20 c & d have the reviewer's signature and date?
- ☐ Does the packet include the Individual Mob orders?
  - NOTE: Be sure you include all amendments if applicable.
- ☐ Does the packet include the TCS orders?
  - NOTE: Be sure you include all amendments if applicable.
- ☐ Does the packet include any TDY orders format 400/DD Forms 1610?
  - NOTE: Be sure you include all amendments if applicable.
- ☐ If the voucher is a final, does the packet contain a DD Form 214/REFRAD?

#### Common Errors which result in unpaid claims:

- Missing or incomplete orders.
- Itinerary incomplete, illegible, block 15 missing dates, locations, means/mode of travel, reason for stop(s).
- Block 16 not checked if claiming mileage.
- Illegible documents.
- **Claimant Signature, Date, Supervisor Signature, Date:** Blocks 20 a, b, c, d.